



STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
DIVISION OF MENTAL RETARDATION SERVICES  
ADMINISTRATIVE SERVICES  
ANDREW JACKSON BUILDING  
500 DEADERICK STREET, 15<sup>TH</sup> FLOOR  
NASHVILLE, TENNESSEE 37243

**TO:** Executive Directors, Business Managers and Regional Offices

**FROM:** Lucia Beller, Director Special Services

**SUBJECT:** Rebills and Corrections for FY 2007 / FY 2008

**DATE:** December 19, 2006

In an effort to simplify the billing and payment processes, the following timelines have been developed. These guidelines will ensure timely processing during Fiscal Years 2007 and 2008.

Reconciliation between services provided and payments should be performed by each agency on a monthly basis. It is important that service providers and the Regional Offices work together to address any issues.

The time limit to submit initial billings, rebills or corrections for a prior period will be 3 months from the end of the month the service should have been billed. For example, the last day to submit a claim for services provided in June 2006 will be October 31, 2006. The deadline for July 2006 claims will be November 30, 2006. This gives almost 4 months to secure correct billing. Billings received after that date will be returned to providers. **A schedule of claim deadlines for is attached.**

The Independent Support Plan (ISP) is the authorizing document for the provision of **any** service. **However, a Cost Plan is still needed in the CS Tracking System before any payment can be made for these services.** Cost Plans are the result of approved ISPs submitted by the ISC or, if there is no ISC, the service agency. It is imperative that agencies review the summarized cost plan report that is distributed monthly by the Regional Offices. If there are errors or omissions, appropriate Regional Office personnel must be notified immediately. If a Service Plan has not been submitted or approved, the ISC must be contacted. Failure to do so may result in non-payment.

The processes, outlined in this memorandum, are for the benefit of all parties concerned. The objective is to provide service providers and DMRS a more timely insight into ongoing problems. Accomplishment of the objective will require issues to be addressed and resolved within reasonable time frames. Like any process, the key to success is cooperation and communication. We solicit your support and assistance.

## **Agency Deadlines for Initial Submission of Claims - Fiscal Years 2007 and 2008**

### **For dates of service:**

### **Claim must be in Payment Office Before:**

#### **Fiscal Year 2007**

July 1 – 31, 2006  
August 1 – 31, 2006  
September 1 – 30, 2006  
October 1 – 31, 2006  
November 1 – 30, 2006  
December 1 – 31, 2006  
January 1 – 31, 2007  
February 1 – 28, 2007  
March 1 – 31, 2007  
April 1 – 30, 2007  
May 1 – 31, 2007  
June 1 – 30, 2007

November 30, 2006  
December 31, 2006  
January 31, 2007  
February 28, 2007  
March 31, 2007  
April 30, 2007  
May 31, 2007  
June 30, 2007  
July 31, 2007  
August 31, 2007  
September 30, 2007  
October 31, 2007

#### **Fiscal Year 2008**

July 1 – 31, 2007  
August 1 – 31, 2007  
September 1 – 30, 2007  
October 1 – 31, 2007  
November 1 – 30, 2007  
December 1 – 31, 2007

November 30, 2007  
December 31, 2007  
January 31, 2008  
February 28, 2008  
March 31, 2008  
April 30, 2008